

## WORKER VISIT GUIDELINES

|                      | WITH THE CHILD  | WITH THE PARENT   | WITH THE PLACEMENT PROVIDER  |
|----------------------|---|---|--|
| FCS                  | 1 to 3 face-to-face, in home contacts per month depending upon the assessed level of risk from the CD-14E.  | 1 to 3 face-to-face, in home contacts per month depending upon the assessed level of risk from the CD-14E.  | N/A unless child has been voluntarily placed outside of the home. Then the worker <b>may</b> see the provider at least once per month with the child in the placement setting. |
| FCOOHC               |   |   |  |
| Prior to 72 hours    | Child <b>should</b> be seen the next business day after placement in the placement setting.   | At least one visit in the parent's home prior to the 72 hour team meeting.  | <b>Should be seen the next</b> business day after the child was placed. Visit shall occur in the placement setting.  |
| 30 Days              | A minimum of once after the initial 72 hour contact. This visit does not have to occur in the placement setting.                                    | <b>Every attempt should be made to see them once</b> per week for the first 30 days.  | A minimum of one contact with the placement provider after the initial 72 hour contact.  |
| Ongoing              | Two times per month with no less than <b>seven (7) calendar</b> days between visits. At least one visit <b>must</b> occur in the placement setting. | One visit per month in the parent's home if the goal remains reunification. Otherwise, visits should continue only if the child has visits with the parent(s) in the household. | Two times per month with no less than <b>seven (7) calendar</b> days between visits. <b>At least one must</b> be held in the placement setting.                                |
| Extended Visit       | At least once during the visit. If the visit is longer than a week, the child <b>should</b> be seen in the home at least once per week.             | Same as child.  | N/A  |
| Trial Home Placement | One time per week for the first 30 days. After 30 days, the number of visits will be based upon the level of risk from the CD-14E.                  | Same as child.  | N/A  |

For children placed in a foster, relative or kinship care home outside of the case manager county, the child **should** be seen the next business day after confirmation of the placement by the case manager county. Children placed in a residential facility outside of the case manager county **should** be contacted by the case manager or service worker the next business day after placement. This contact may be by phone but the child **MUST** be seen in person, at the residential facility, within 14 calendar days of the date of placement. Children placed in these settings within the case manager county **should** be seen the next business day after placement. **Visits with children during extended and trial home visits may be conducted by an external agency worker providing services to the child or family. The CSW must document the date of the visit, how safety was assured and any other information gathered by the external agency worker.**